



PROGRESSIVE ENGLISH SCHOOL (L.L.C.)

(Approved by the Ministry of Education, UAE, Affiliated to CISCE (ICSE / ISC), New Delhi)

Tel: +971 6 567 22 34, Fax: +971 6 566 43 11

P.O. Box 6078, Sharjah, United Arab Emirates, E-mail: progressive.english09@gmail.com

HR POLICY

Reviewed on: March-2023

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HR POLICY

APPOINTMENT & WORKING:

- Teachers are appointed based on the qualification . A demo class is to be approved with an above average grade.
- KG: Bachelor's Degree in English literature or Montessori Teachers training.
- Classes 1 to 10: Bachelor's Degree & Teachers Training.
- Classes 11& 12: Masters Degree & Teachers Training.
- Teachers are required to agree with the Terms & conditions of the school and to collect appointment letters from HR when they join the school.
- Required to submit the following documents

Visa, Passport copy & Emirates ID copy

Attested Certificate or Equivalency.

- It is mandatory to complete service in school for at least a period of two years once you are appointed.
- You are not allowed to leave the school in between the academic year. You are allowed to resign only at the end of an Academic year.
- You have to serve one month's notice period or management has the authority to hold one month's salary.
- You have to have approval from SPEA and TLS you are eligible to teach only that subject for which you have approval from MOE.

You are allowed to take a maximum of one-month sick leave with full salary for 15 days and with half salary for 15 days. You are required to submit attested sick leave certificates from your doctor & medical reports.

If leave is to be extended further it is considered as long leave with loss of pay.

LATE COMING:

Always reach school in time. Two days late coming in a month leads to reduction of half day salary.

All special cases will be taken into consideration, provided approval is given by the concerned authorities.

RESIGNATION.

You are not allowed to leave the school in between the working Academic year.

Resignation is to be submitted with one-month notice period or you will be required to pay one month's salary to school.

You are required to submit the Teacher's copy books, ID Card and other gadgets provided by the school before you leave to your HOD or concerned line manager.

If you are under school visa and if you leave the school before the completion of your VISA period, you have to pay back a part of the expense taken by the school for the later period of visa duration.

LEAVE SALARY & GRATUITY.

You are eligible for leave salary & gratuity only after the completion of one year.

Your leave salary for the month of July & August will be based on 10 months working from September onwards. Six days leave salary will be accumulated for the working of every month.

Gratuity is calculated as follows.

First five years you are eligible for 21 days of gratuity per year. Rest of the years you are eligible for 30 days of gratuity per year after the completion of one-year service in school.

NON TEACHING STAFF

APPOINTMENT

Appointment is based on the qualification required for the post.

HR is required to look into to fulfill the conditions required and to give Appointment Letter Provided approved by the Principal & Director.

Work is allotted by the section in charge or JD is provided based on the Designation.

CASUAL LEAVE & SICK LEAVE.

You are allowed to take a maximum 7 days' casual leave but not more than 2 days at a time. You also have to take prior approval from your concerned HM and inform HR for casual leave.

More than 2 days leave at a time is considered as Loss of pay leave.

You are allowed to take a maximum of one-month sick leave with full salary for 15 days and with half salary for 15 days. You are required to submit attested sick leave certificates from your doctor & medical reports.

If leave is to be extended further it is considered as long leave with loss of pay.

You have a maximum of 45 days leave with salary in a year.

Salary for the permitted leave cannot be reimbursed.

LATE COMING:

Always reach school in time. Two days late coming in a month leads to reduction of half day salary.

All special cases will be taken into consideration, provided approval is given by the concerned authorities.

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